## **Voice Email**

This guide will help you learn to use Wimba's Voice Email. You can then use this tool to send voice messages to your instructor or other students in your class.

- 1. To start using your voice email tool, click on the *Voice Email* tool link on your courses home page.
- 2. Select groups of people or individuals you would like to send voice email, and select *Continue*.
- Select Email Addresses (Step 1 of 2) Select people you want to send Voice Email ۲ Send to Teachers of this section 0 Send to Students enrolled in this section  $\bigcirc$ Send to All people enrolled in this section Select among people enrolled in this section  $\bigcirc$ Graved checkbox means that these users have no email address Users with (\*) are designers or instructors Choe, Lena 🗌 Tosone, Yolanda 📃 Manalansan, Martin Slobodnik, Sydney

🔲 Garretson, Lindsey

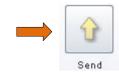
Continue Cancel

Test Wimba voice E-mail

- 3. A new voice email tool window will pop up, with the email addresses automatically filled out depending on the options you selected on the previous page.
- 4. Add a subject line.
- 5. Click on the red *Record* button to record your message.

**Hint**: To pause recording, select the *Pause* button. If you click the *Stop* button you cannot continue recording.

- 6. You may add text as well in the blank area to enhance your message.
- 7. Click Send.



From:	daum1@illinois.edu
To:	jillinois.edu;daum1@illinois.edu;suttle1@illinois.ed
Subject: Audio:	Upcoming Test
	Record Pause Stop

